



**Team
Collaboration**

**Knowledge
Management**

**Task
Management**

**Internal
Communications**

& more...

PVAMU INTRANET

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+ Overview



- PVAMU Intranet is a portal where Faculty, Staff and guests can collaborate on projects, share ideas, communicate and stay informed of what's happening at the university.
- It is available for use by departments that need a secure space to operate.
- Currently used for:
 - Campus Announcements
 - Discussion Board
 - Forms Library
 - HR Intranet

+ Spaces



- Spaces are virtual work spaces that are created for different groups within PVAMU. They allow you to organize teams, groups of people, and content.
- Types of Spaces:
 1. Public Space
 2. Private Space
 3. Sub Space

+ Public Space



- Anyone can find, view, and join a public space. This type of space is perfect for company-wide groups or information.
- PVAMU Campus Announcements are a public space that any PVAMU Intranet member can join.

+ Private Space



- A private space is unlisted and unsearchable, and users must be **invited** to join the space. This type of space is suitable to keep certain content, conversations, or projects **private**.

+ Sub Space



- Is your space getting too big? Create a sub space within the space to specialize people or content.
- For example, Business Affairs can have a sub space called HR to serve the HR team specifically.

+ Content



So what can you add to your space?

The following types of content is available depending on your use case,

■ Articles

■ Tasks

■ Discussions

■ Calendar

■ Videos

■ Cases

■ Files Mgmt.

■ Wikis

■ Blogs

■ & more...

+ Communication Tools



■ Email:

- Members of your space can subscribe to receive all updates whenever content is updated in your space so they are always in the know
- You can send reminders to important events, tasks, etc.

■ Chat:

- Chat with your colleagues or send them an Instant Message (IM)

■ Discussions:

- Members can comment on articles, hold discussions, bounce ideas using the space wall

+ Specialized Permissions



Grant users permissions based on their role

- **Member**
Can participate in discussions, view content, etc.
- **Moderator**
Can approve content to be published, moderate comments left by members, etc.
- **Administrator**
Perform user management

+ Questions

